



Santa Rosa City Schools  
Office of Curriculum and Instruction 7-12

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APR 17 2018

**REQUEST FOR APPROVAL OF FUND-RAISING ACTIVITY** Curriculum & Instruction  
(Refer to Board Policy and Administrative Regulation 3452) 7-12

School: Santa Rosa High Club or sponsoring group: Italian club

Dates of Fund-raiser: Beginning September '18 Ending October '18

**Note:** No extra credit can be received by a student for involvement in fund-raising activities.

**Purpose:** Please describe the project for which the funds will be used.

**Description of fundraiser:** Please include hours/services or items to be sold. Submit ONE request per form.

See's Candy Sale

**Attachments required:**

- Student Organizations: A copy of minutes indicating approval of the fundraiser and purpose of proceeds
- Budget for the proposed activity

**Approvals required:** (Principal: please check the appropriate type of activity)

**Principal Approval Only:** (Submit the principal-approved form to Curriculum & Instruction for their records.)

- ☒ On-campus (not during class periods)  
☒ Service activity by club or organization which is not dangerous (e.g., car wash)  
☐ Annual student body fund-raiser (one per year) limited to one month duration; within school attendance area and/or major shopping center (downtown Santa Rosa, Coddington, Montgomery Village)

**Principal and C & I Director Approval:** (Submit to Curriculum and Instruction 7-12 for approval at least one month before event. Principal approval required prior to submission to C & I.)

☐ Non-service activity by school club or organization involving community solicitation limited to one month duration; within school attendance area and/or major shopping centers (downtown Santa Rosa, Coddington, Montgomery Village)

**Food Services Representative:** If food is being sold, site cafeteria worker review and approval is required.

**Signatures:**

Submitted by: Club Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: School Office/Business Manager: \_\_\_\_\_ Date: \_\_\_\_\_

**Approval:**

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_  
Approved ☒ Denied \_\_\_\_\_ Date: 4/2/18 By: \_\_\_\_\_ Cafeteria Supervisor (if food sales)  
Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_ Principal (After school hours)  
Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_ Asst. Supt. C&I (if required: see "Approvals Required")

**Distribution upon approval:**

(1) Requestor (2) School Business Manager (3) School Office Manager (4) Asst. Supt., Curriculum & Instruction 7-12

## PROHIBITED ACTIVITIES:

Raffles or games of chance  
Mechanical or animal rides  
Use of darts or arrows  
Dunk tanks or activities involving the throwing of objects at people  
Destruction of cars or similar objects with hammers  
Trampolines or any type of rebounding device  
Rental of district-owned equipment or facilities to outside groups (ASB cannot receive revenue by renting District-owned property; facilities use is a function of the District Office)  
Non-commercial aircraft or watercraft of any type  
Motor-sport vehicles  
Skating (including ice, inline and roller); however, may be permitted at commercial rinks which meet insurance standards; check with the Business Office before proceeding.  
Skateboarding  
Firearms, rocketry, or explosives of any type  
Water sports (including skiing, surfing, scuba)  
Rock climbing, rappelling, or ropes courses. These activities may be permitted at commercial locations which meet insurance standards; check with the Business Office.  
Bicycling activities other than safety programs  
Activities involving swimming or wading unless involving sanctioned competition.  
Miscellaneous activities which present safety concerns (evaluated individually.)  
Ski trips/activities  
Beach and water activities to places such as oceans, bays, lakes, rivers, streams and private pools  
Rock concerts

## FOOD SALES RESTRICTIONS

For food sales restrictions, refer to Board Policy and Administrative Regulation 3554.

## FUNDRAISING

### Secondary School

- A. Each secondary school student body shall be permitted one annual major fund-raising campaign which involves solicitation of the general community in the school attendance area.
- B. The campaign shall be limited to an area not to exceed the boundary lines of the school attendance area except for the major shopping centers (downtown Santa Rosa, Coddington, Montgomery Village.)
  - a. The campaign shall be limited to one month in duration.
- C. Clubs and organizations other than the general student body may engage in fund-raising activities for specific projects.
  - a. These projects shall have prior approval by the principal or a designee.
  - b. The fund-raising activities shall have prior approval by the principal or a designee.
  - c. If such an activity is not a service activity (e.g., car wash) and involves a community solicitation and this is in addition to that allowed for the general student body, prior approval is required by the Director of Secondary Education (Assistant Superintendent C&I 7-12 or designee.)
    - i. The request for such approval should be submitted to the Director of Secondary Education at least one month prior to the planned initiation of the planned, general solicitation. Such a request should have the approval of the principal prior to submission to the Director of Secondary Education (Assistant Superintendent C&I 7-12 or designee.)
    - ii. The solicitation shall be limited to the school's attendance area and the shopping centers as designated above.
    - iii. The solicitation shall be limited to one month unless an extension of this limit is approved in advance by the Director of Secondary Education (Assistant Superintendent C&I 7-12 or designee.)
  - d. No fund-raising activities may be conducted during class periods.
  - e. A student shall not receive extra credit for involvement in fund-raising activities.
  - f. Fund-raising services to the general community (e.g., car washes) which are not dangerous may be scheduled with prior approval by the principal or a designee.